

District Technology Plan Review - 2008 Plan Approval Checklist

The plan approval checklist outlines criteria used by the Missouri Department of Elementary and Secondary Education to evaluate district long-range technology plans. Districts should use this checklist to guide plan development. Note that the Title II.D, E-rate, and MOREnet Technology Network (TNP) programs have certain plan requirements that are indicated in the checklist with an asterisk (*). To be approvable, district long-range plans must address school years 2008-09, 2009-10, and 2010-11 and address all asterisk items. State approval is effective through June 30, 2011.

Note that this checklist was revised in December 2007 to align with the Department's new **electronic Planning and electronic Grants System (ePeGS)**. In spring 2008, the Department will launch ePeGS to assist districts in creating comprehensive plans (such as a CSIP, Ed Tech, and Perkins plans) and aligning state and federal grant activities and expenditures with appropriate plans and their goals, objectives, strategies, and action steps. Please refer to the document **Education Technology Strategies for ePeGS Goals** for additional ePeGS information, such as its planning elements, and guidance and suggestions in aligning the Missouri Education Technology Strategic Plan technology focus areas (TFAs) to ePeGS and the five Department-suggested goals.

Because at this time, it is still not certain ePeGS will be available by the April 15, 2008 technology plan submission date, Instructional Technology advised districts to submit paper copies of their plans. Districts were also advised that they could format their paper plans as they have in previous years, but strongly encouraged to consider the ePeGS planning elements as Instructional Technology revised the scoring criteria and score guide to align with ePeGS. The following checklist represents the revised criteria – that will be used in 2008 and thereon. Feel free to contact the Instructional Technology office for additional information. [Instructional Technology contact information is provided in the footer.]

INTRODUCTION, TECHNOLOGY PLANNING COMMITTEE, MISSION STATEMENT

Notes: This section is not scored. The Department's new ePeGS planning tool does not accommodate (provide space) for an introduction or planning committee and only asks for the district's mission statement. However, it is strongly encouraged that districts submit this information in 2008 along with their paper plans and beginning in 2009, along with their approval cover sheets.

- The plan is tied to the district CSIP and/or other school reform efforts and includes a comprehensive review of the previous technology plan's activities, outcomes, and overall progress. (*) *Note that use of ePeGS should assist districts in meeting this requirement.*
- The introduction describes the district (e.g., size/enrollment, geographic location, socio-economic setting, and community resources) and provides overview of technology program.
- The technology planning committee is identified, indicates membership groups, and is appropriate in size.
- The committee list has equitable representation, linked to Technology Focus Areas (TFAs).
- The mission statement focuses on integration and student achievement and reflects current district mission statement and CSIP goals.
- The mission statement directs implementation of TFAs and demonstrates clear connections between technology access and use.

CURRENT STATUS – COMPILING RAW DATA

Notes: For ePeGS, this section is labeled **Local Needs Assessment**.

- The committee examined a variety of data sources (e.g., standardized assessments, local performance assessments, surveys and records, policies and procedures, curriculum standards, technology budget, etc.) and multiple years of data. (*)
- The committee examined student, teacher, and administrator standards, professional development data, administrative networking tools, data management tools, communication tools, and total cost of ownership (TCO).

GOALS

Notes: The Department's new ePeGS planning tool provides a list of five suggested CSIP goals and space for two district-created goals. Whether the district opts to construct the 2008 [paper] technology plan around the technology focus areas (TFAs) or aligns the plan to ePeGS, using one or more of the suggested CSIP goals and/or creates its own, the goal(s) must address the five TFAs.

- The district technology goals address CSIP goals and technology focus areas (TFAs) and the goals address identified needs/weaknesses as identified in local needs assessment. (*) *Note that use of ePeGS should assist districts in meeting this requirement.*
- The goals address state education technology plan goals and objectives.

TFA/CSIP ACTION PLANS *(option of one overall action plan or one plan per TFA/CSIP goal)*

Notes: The ePeGS planning tool walks planners through the planning elements of **Objectives, Strategies, and Action Steps**. The following scoring section addresses these three elements and how they address the TFAs. As mentioned above, regardless of the number of goals a district uses, the technology plan must address all TFAs.

- The objectives, strategies, and action steps address identified strengths and weaknesses identified during analysis of data and goal statements. (*) *Note that use of ePeGS should assist districts in meeting this requirement.*
- The strategies are cross-referenced to CSIP and state tech plan goals and objectives (TFAs), detail expected progress and measures, begin/review/end dates, funding source(s), person responsible. (*) *Note that use of ePeGS should assist districts in meeting this requirement.*
- The plan's objectives are measurable, realistic, and will result in beneficial change and advance teaching and learning. (*)
- Objectives or strategies include technology integration and 8th-grade technology literacy. (*)

DISSEMINATION, MONITORING, AND EVALUATION

Notes: For ePeGS, evaluation is addressed under the Education Technology Plan's **Additional Elements**. To meet NCLB requirements, districts are instructed to describe the process and accountability measures the district will use to evaluate the extent to which activities are effective in integrating technology into curricula and instruction, increasing the ability of teachers to teach, and enabling students to reach challenging State academic standards. Note also that the Additional Elements section will ask district assurance that the plan addresses the five essential E-rate requirements.

- The plan includes strategies for timely, ongoing monitoring and formal and summative evaluation. (*)
- The plan includes detailed timelines and benchmarks for monitoring and evaluation and correction strategies for implementation steps.
- The plan includes strategies for interactive communication with stakeholders and policy makers.